

**NOTICE OF MEETING OF THE BROWN HILL  
AND KESWICK CREEKS STORMWATER BOARD'S  
AUDIT AND RISK COMMITTEE**

**WEDNESDAY 23 OCTOBER 2019**

Notice is hereby given that a meeting of the Brown Hill and Keswick Creeks Stormwater Board's Audit and Risk Committee will be held in the Ward Room at The Naval, Military and Air Force Club 111 Hutt Street, Adelaide on Wednesday 23 October 2019 commencing at 5.30pm.

Issue date: Saturday 19 October 2019

**MEMBERSHIP**

J Choate (Chairperson)  
R Barratt (Board Member)  
P Gelston (Board Member)  
G Vogt (Board Member)  
Justin Humphrey (Independent)

**ATTENDEES**

Peta Mantzarapis (Project Director)  
P Coonan (Project Secretariat)

## **Acknowledgement of Country**

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

## **AGENDA**

### **MEETING OF THE BROWN HILL AND KESWICK CREEKS STORMWATER BOARD'S AUDIT AND RISK COMMITTEE**

**Wednesday 23 October 2019**

**Commencing at 5.30pm**

**1. Meeting Administration**

**1.1 Apologies**

- Justin Humphrey

**1.2 Minutes**

Minutes of the meeting of the Brown Hill and Keswick Creeks Stormwater Board's Audit and Risk Committee held on 8 August 2019 are attached for approval.

**1.3 Declaration of Interests**

Committee members are requested to declare here any personal interest in the subject matter of any item on the agenda.

**2. Action items**

Action list attached

**3. Discussion items**

**3.1 Draft Policies – for consideration of the committee**

- 3.1.1 Policy Summary – overview of the policies detailed below
- 3.1.2 Draft Credit Card, Electronic Payments and Expense Reimbursement Policy
- 3.1.3 Draft Financial Delegations Policy
- 3.1.4 Draft Technical Assessment Panel Terms of Reference
- 3.1.5 Draft Submission Evaluation Process & Worksheet – the worksheet is attached as a separate excel file

**3.2 Tender documents for Project and Contract Management Services – South Park Lands Project**

For noting by the committee and discussion regarding insurance levels, evaluation criteria and weightings.

**3.3 Ownership and Control of Assets**

Position paper attached; discussion of outcomes from OEC meeting.

**4. Financial Update**

**4.1 Financial Summary**

**4.2 YTD Financial Reports (to September 2019) – for noting**

4.2.1 Statement of Comprehensive Income against Budget

4.2.2 Statement of Financial Position

4.2.3 Statement of Cash Position

**4.3 Other Finance Matters**

4.3.1 Local Government Finance Authority – update by Project Director

4.3.2 Stormwater Management Authority – update by Project Director

**5. Other business**

**6. Next meeting**

**7. Meeting close**